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Document Description: N68936-02-D-0027 Contract Attachments (CDRLS)
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(1 Data Item)

Form Approved
OMB No. 0704-0188

17. Price Group

Total Prior

Public reporting burden is for this collection of information is estimated to average 110 hours per response, including the time for revision gathering and maintaining the data needed, and compilling and reviewing the collection of information. Send comments regarding this burden estim ion, including suggestions for reducing the burden to Westlington Headquarters Service, Directorate for Informatio nOperations and Reports, 1215 Jefferson Davis High 1204, Affington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the A CONTROL PLANS THE WAY OF THE WORLD CHICAGO THE BURNESS OF THE WORLD CONTROL OF THE WORLD CO OTHER TDP TM D. SYSTEM /ITEM IL CONTRACT/PR NO. F. CONTRACTOR **STARS** L DATA ITEM NO. 2. TITLE OF DATA HEM 3. SUBTITLE CONTRACTOR'S PROGRESS, STATUS AND Level of Effort, Progress & Status Report A001 MANAGEMENT REPORT 4. AUTHORITY (Data Ac 5. CONTRACT REFERENCE et No.) 6. REQUIRING OFFICE SOW para. 3.11.1.1 NAWCWD **DI-MGMT-80227** 721000D 7. DD 250 REQ 9. DEST STATEMENT 12. DATE OF FIRST SUBMISSION DISTRIBUTION REQUIRED **BI-WE** See Blk 16 LT b. COPIES See Blk 16 3. DATE OF SUBSEQUENT 8. APP CODE 11. AS OP DATE ADDRESSER SUBMISSION See Blk 16 See Blk 16 16. REMARKS See Blk 16 0 Blk 4: Tailor DID as follows: Delete items g, h, and i from paragraph 10.3 of the DID. Other formats may be used subject to NAWCWD approval, provided all other information required by the DID is included. Submit at the task order level Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 11: Data shall be current to the end of the bi-weekly (or twice-a-month) period being reported. Blk 12: To be made available no later than 5 working days following the first bi-weekly (or twice-a-month) period. Blk 13: To be made available no later than 5 working days following the end of each bi-weekly (or twice-a-month) period. Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message. n 0 G. PREPARED BY L DATE APPROVED BY NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001 10 Jan 2002 CHAIRPERSON, DRRB 10 Jan 2002 DD Form 1423-1 APR 89

Form Approved OMS No. 0704-0182 DATA ITEM DESCRIPTION Exp. Dete: Jun 30, 1986 2. DENTIFICATION NUMBER 1. HTLE Contractor's Progress, Status and Management Report-DI-MCMT-80227 3 DESCRIPTIONPURPOSE 3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas. D. GIDEP ACOURED S. OFFICE OF PRIMARY RESPONSIBILITY (OPR) 64. DTIC REQUIRED N/QPAUAR 860905 7. APPLICATION/INTERRELATIONSHIP 7.1 This Dats Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This DID may be applied in any contract and during any program phase. 7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2) S. APPROVAL LIMITATION AMSE MINASER H. APPLICABLE FORMS N3947 10.1 Contract - This data item is generated by the contract which contains a specific and discrete work task to develop this date product. 10.2 Format - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction. 10.3 Content - The report shall include: a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity; b. Description of the progress made against milestones during the reporting period; c. Results, positive or megative, obtained related to previously-identified problem areas, with conclusions and recommendations; d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart; e. Problem aroas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract; f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract; g. Cost curves showing actual and projected conditions throughout the contract; h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date; Person-hours expended for the reporting period and cumulatively for the contract; j. Any trips and significant results; (cont. on page 2) DD Form 1664, FEB 85 PAGE Previous estaton is assorbed

DI-MCMT- 80227

- 7. APPLICATION/INTERRELATIONSHIP (Cont'd)
- 7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.

10. PREPARATION INSTRUCTIONS (Cont'd)

- Record of all significant telephone calls and any commitments made by telephone;
- 1. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
- m. Contract schedule status;
- n. Plans for activities during the following reporting period;
- o. Name and telephone number of preparer of the report;
- p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

(1 Data Item)

Form Approved OMB No. 0704-0188

17. Price Group

18. Ferimated

Total Price

Public reporting burden is for this collection of information is estimated to average 110 hours per response, including the time for rethering and maintaining the data needed, and compilling and reviewing the collection of information. Send comments regarding this burden estimate or any other sepect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Informatio nOp stions and Reports, 1215 Jefferson Davis Highway, Suit 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Weekington, DC 20503. Send completed Form to the X CONTRACT THE THEREON CONDENSES OF THE PROPERTY OF THE THEORY TOP TM **FNCL** D. SYSTEM /ITEM E. CONTRACT/FR NO. F. CONTRACTOR **STARS** L DATA ITEM NO. 2. TITLE OF DATA FIEM 3. SUBTITLE FUNDS AND LABOR HOUR EXPENDITURE REPORT Funds And Labor Hour Expenditure A002 Report 4. AUTHORITY (Data Acq 5. CONTRACT REFERENCE 6. REQUIRING OFFICE SOW para. 3.11.1.2 **DI-FNCL-81537** NAWCWD 721000D 7. DD 250 REO 9. DIST STATEMENT 10. PREQUENCY 12. DATE OF FIRST SUBMISSION 14. REQUIRED DISTRIBUTION MTHLY See Blk 16 LT b. COPIES 3. DATE OF SUBSEQUENT See Blk 16 & APP CODE 11. AS OF DATE a ADDRESSEE SUBMISSION N/A See Blk 16 See Blk 16 16 PRMARKS See Blk 16 0 0 Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Block 10 of the DID with the attached listing. Submit at the task order level. Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 11: Data shall be current to the end of the month being reported. Blk 12: To be made available no later than 5 working days following the first month. Blk 13: To be made available no later than 5 working days following the end of each month. Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message. 1 0 G. PREPARED BY L DATE L APPROVED BY NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001 10 Jan 2002 CHAIRPERSON, DRRB 10 Jan 2002 DD Form 1423-1 APR 89 Previous editions are obsolete

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1. TITLE

FUNDS & LABOR HOUR EXPENDITURE REPORT

2. IDENTIFICATION NUMBER

DI-FNCL-81537

8. DESCRIPTION/PURPOSE

3.1 This report provides Government visibility into contractor direct and indirect expenditures under Research & Development and Services contracts. It tracks both planned and actual expenditures and labor hours against baseline values, and provides estimates at completion.

4. APPROVAL DATE 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) 6. DTIC APPLICABLE 6b. GIDEP APPLICABLE 970313 BMDO/POC

- 7. APPLICATION/INTERRELATIONSHIP
- 7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
- 7.2 This DID is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) is not appropriate and as an alternative to Di-FNCL-80331, Funds and Man-Hour Expenditure Report. It is not applicable to fixed-price contracts. It is acquired on a periodic (normally monthly) basis.
- 7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied.

8. APPROVAL LIMITATION Se. APPLICABLE FORMS 6b. AMSC NUMBER D7248

- 10. PREPARATION INSTRUCTIONS
- 10.1 General. The Funds & Labor Hour Expenditure Report shall contain the following data:
- a. A tabular listing of contract baseline values, along with actual labor hours and expenditures inclusive of the reporting period compared to the latest negotiated change, including estimate at completion.
- b. A graphical plot of actual expenditures versus planned dollars projected to completion along with a plot of current funding.
 - c. A graphical plot of actual labor hours versus planned labor hours projected to completion.
- 10.2 Scope. Data identified under 10.1 shall be provided for the following reporting units, to the extent applicable to the contract:
 - a. Total contract.
 - b. Period Of Performance (POP), base period and options.
- 11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Block 7, Application/Interrelationship (Continued)

7.4 This DID is related to DI-MGMT-80507A, Project Planning Chart (other than fixed price contracts), DI-FNCL-80003, Man-hours Expenditure Chart, and DI-FNCL-80331, Funds and Man-hour Expenditure Report.

Block 10, Preparation Instructions (Continued)

10.2 Scope. (Continued)

- c. Contract Line Item Numbers (CLINs) associated with applicable POP.
- d. Task Orders/ Delivery Orders (TOs/DOs) associated with applicable CLINs.
- 10.3 Format and Content. Each detailed report shall contain the following:
- 10.3.1 Monthly Funds & Labor Hour Expenditure Report. This chart shall contain the following data elements (see Figure 1):
- a. The table heading on the left side shall include contract number, latest executed modifications, contract type (cost and fee arrangements, CPFF, CPAF, etc.), report description (Contract Summary, Option 1, CLIN, etc.). The table heading on the right side shall include preparation date, reporting period, POP, and funding.
- b. The elements shall contain a breakdown by the following categories: Direct Labor Hours, Total Labor (Unburdened \$), Other Direct Costs (ODCs)(\$), Total Indirect Costs (\$), Overall Cost (\$), and Fee (\$)
- Line 1, Direct Labor, shall identify direct labor hours (as awarded or later modified) for both Prime Contractor and Subcontractor:
 - For Level of Effort (LOE) type contracts, by the labor categories negotiated in the contract.
 - For completion type contracts, by total labor hours.
- Line 2, Total Labor (unburdened), shall provide a subtotal of Direct (unburdened) Labor Dollars for the Prime Contractor.
 - Line 3, Other Direct Costs, shall identify ODCs for the prime contractor:
- For LOE type contracts, by facilities (rent, equipment, etc.), travel (including subsistence and other allowable costs related to travel) and any minor categories listed in "other," and resulting total ODCs.
 - For completion type contracts, by total ODCs.
 - Line 4, Total indirect Costs, shall identify the Prime Contractor's Total indirect Cost amount.
 - Line 5, Overall Cost, shall provide Overall Cost for the Prime Contractor and Subcontractors.

(Continued on Page 3)

Block 10, Preparation Instructions (Continued)

10.3.1 Monthly Funds & Labor Hour Expenditure Report. (Continued)

Line 6, Fee, shall provide the Fee amount for the Prime Contractor. Cost Plus Fee amount shall be identified.

Open/Outstanding Commitments (the estimated dollar obligations, excluding accrued expenditures, to vendors or subcontractors including any termination liability) shall be identified, and amount plus commitments shall be provided.

- c. Column "A" shall be labeled <u>Current Contract Basaline</u>. This column shall contain a total summary of the latest negotiated contract up to and including the fully executed modification identified in the table heading. Column "A1" shall contain all data for the Prime Contractor. Column "A2" shall contain all data for the Subcontractors. Column "A3" shall contain the combined total data for both the Prime Contractor and the Subcontractors.
- d. Column "B" is applicable only to contracts with a requirement for task/delivery orders and shall be labeled <u>Task/Delivery Order Authorized</u>. This column shall contain a total summary of the latest authorized task/delivery orders.
- e. Column "C" shall be labeled <u>Reporting Period Expenditures</u>. This column shall contain a total summary of expenditure data for the current reporting period. <u>Expenditures</u> are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs.
- f. Column "D" shall be labeled <u>Cumulative Expenditures to Data</u>. This column shall contain a total summary of expenditure data from inception through the current reporting period. <u>Expenditures</u> are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs. Cumulative expenditures that result in a variance of ± 10 percent of the Cumulative Planned in both of the graphs shall be explained in the "Remarks" section.
- g. Column "E" shall be labeled <u>Estimate at Completion</u>. This column shall contain an estimate of the final total cost at completion of the work effort. Estimates that very from section 10.3.1.c, Current Contract Baseline, by ± 10 percent shall be explained in the "Remarks" section.
- 10.3.2 Funds Expanditure Graph. A funds expanditure graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual dollar expanditures (including fee, except for CPAF contracts) along with funding for the applicable report. The graph shall include a corresponding table of figures, specifying period and cumulative data for planned and actual expanditures, and funding (see Figure 2).
- 10.3.3 Hours Expenditure Graph. A labor hour graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual total labor hours for the applicable work. The graph shall include a corresponding table of figures specifying period and cumulative data for planned and actual labor hours (see Figure 3).

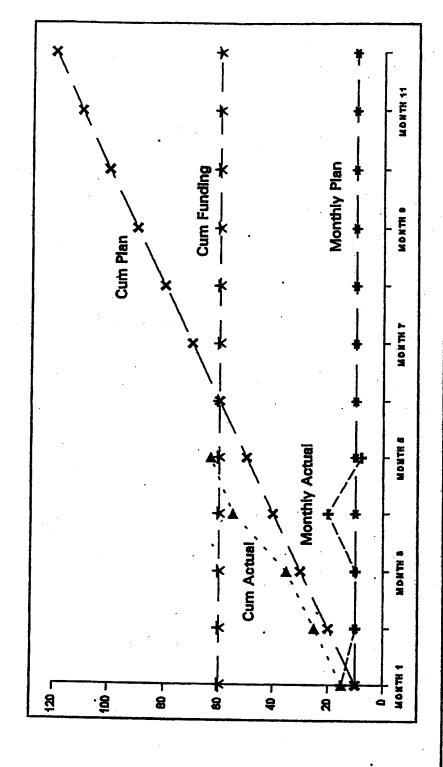
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FIGURE 1. Monthly funds & labor hour expenditure report.

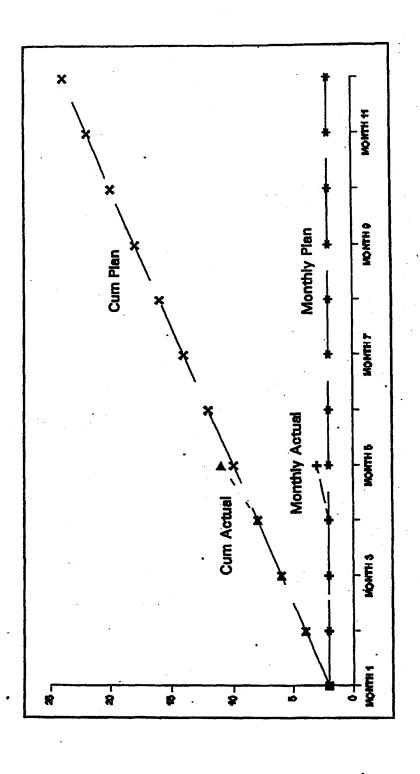
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*This report includes data that shall not be disclosed outside the government and shall not be deplicated, used, or disclosed, in whole or in part, for any other purpose than to evaluate this report. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source.



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FIGURE 2. Funds expenditure graph



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FIGURE 3. Hours expenditure graph

(1 Data Item)

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17. Price Group

18. Estimated Total Price

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Page 1 of 1 Pages

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CDRL A003 - ON-SITE PERSONNEL REPORT

For each active task order, data shall include:

Prime Contractor

- Contract title and report date
- Contract number, CDRL number, start date, end date, and company (prime contractor)
- Employee name
- Task order number
- Technical assistant
- Technical assistant code
- Site
- Building number
- Room number
- Total employees working on-site

Subcontractor

- Contractor name and report date
- Contract number, CDRL number, start date, end date, and company (subcontractor)
- Employee name
- Task order number
- Technical assistant
- Technical assistant code
- Site
- Building number
- Room number
- Total employees working on-site

(1 Data Item)

Form Approved OMB No. 0704-0188

17. Price Group

18 Estimated

Total Price

Public reporting burden is for this collection of information is estimated to average 110 hours per response, including the time for reviewing testinated spirition data and a second spirition of the second spirition data and a gathering and maintaining the data needed, and compilling and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of stion, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Informatio nOperations and Reports, 1215 Jefferson Davis Highway, Suits 1204, Affington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20603. Send completed Form to the A CONTROL PROPERTY THE PROPERTY OF THE PROPERT CXTEGORY TDP TM MISC D. SYSTEM /ITEM E. CONTRACT/PR NO. F. CONTRACTOR **STARS** I. DATA ITEM NO. 2. TITLE OF DATA FIRM 3. SUBTITLE PERSONNEL REPORT Personnel Count Report By Labor A004 Category 4. AUTHORITY (Data Acquistion Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE SOW para 3.11.1.3 **DI-MISC-81419** NAWCWD 721000D 7. DD 250 REO 9. DIST STATEMENT 10. FREQUENCY 12. DATE OF FIRST SUBMISSION 14. DISTRIBUTION MTHLY See Blk 16 b. COPIES See Blk 16 13. DATE OF SUBSEQUENT 8. APP CODE 11. AS OF DATE **▲ ADDRESSEE** SUBMISSION Druft N/A See Blk 16 See Blk 16 Repro 16. REMARKS See Blk 16 0 0 Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Delete paragraphs 7.1 and 7.2. Replace Block 10 of the DID with the attached listing. Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 11: Data shall be current to the end of the month being reported. Blk 12: To be made available no later than 5 working days following the first month. Blk 13: To be made available no later than 5 working days following the end of each month. Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message. 0 15. TOTAL G. PREPARED BY L DATE NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001 10 Jan 2002 CHAIRPERSON, DRRB 10 Jan 2002 DD Form 1423-1 APR 89

Form Approved OMB No. 0704-0188

Public reporting burden for this activation of information is estimated to arrange 110 hours per response, including the time for reviewing instructions, searching edeling data nountes, pathoding the data needed, and completing and reviewing the collection of information. Send continueds regarding this burden estimate or any other espect of this exhibition of information, including suggestions for reducing this burden, to Westington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jettemen Davis Harburg, Suite 1204, Affantes, VA 2202-4302, and to the Office of Management and Sudgest, Paperwork Reduction Project (\$704-0185), Westington, DC 200303.

2. IDENTIFICATION NUMBER Personnel Report DT-MISC-81419 3. DESCRIPTION / PURPOSE 3.1 The personnel report provides information on contractor and subcontractor personnel. 3.2 The government will use this information to determine that an adequate work force remains in place to accomplish the mission. 80. GIDEP APPLICABLE 4. APPROVAL DATE (YYMMOD) 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) BEL DTIC APPLICABLE F/OCALC-LAKI 7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable to the acquisitions of foreign country maintenance and maintenance personnel training. D. AMBC NUMBER 8. APPROVAL LIMITATION 90. APPLICABLE FORM F7064 10. PREPARATION INSTRUCTIONS 10.1 Format. Contractor format is acceptable. 10.2 Content. The report shall contain the following: 10.2.1 Number of contractor and subcontractor personnel and their dependents in-country, personnel in the Continental United States (CONUS) program office and personnel being processed for movement to the foreign country. 10.2.2 Number of contractor and subcontractor personnel projected to be in-country and in CONUS by month, for the ensuing four-month period. 10.2.3 Each person's name, title, functional area and employing contractor or subcontractor. 10.2.4 Names of contractor augmentees by assigned functional area. This includes labor category for each augmentee. 11. DISTRIBUTION DISTRIBUTION STATEMENT A: Approved for public release: distribution is unlimited.

DD Form 1864, APR 89 (EF)

Previous editions are obsolete.

Page 1 of 1 Pages

CDRL A004 - PERSONNEL COUNT REPORT BY LABOR CATEGORY

For prime contractor (direct labor), the report shall include:

- Contractor name and report date
- Contract number, contract title, CDRL number
- Labor category
- Total direct personnel assigned to each labor category

For each subcontractor (direct labor), the report shall include:

- Subcontractor name and report date
- Contract number, contract title, CDRL number
- Labor category
- Total direct personnel assigned to each labor category

(1 Data Item)

Form Approved OMB No. 0704-0188

17. Price Group

18. Estimated

Total Price

Public reporting burden is for this collection of information is estimated to average 110 hours per response, including the time for rete or any other aspect of collectio gathering and maintaining the data needed, and compilling and reviewing the collection of information. Send comments regarding this burden estimate information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for informatio nOperations and Reports, 1215 Jefferson Davis High 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Weshington, DC 20603. Send completed Form to the SOCIAL DISTRIBUTION COMMENTS CHOSE AND THE STATE OF THE WASTE DESCRIPTION OF THE WASTE OF THE STATE OF THE ST MISC OTHER TM F. CONTRACTOR E. CONTRACT/PR NO. D. SYSTEM /ITEM **STARS** 3. SUBTITLE 2. TITLE OF DATA ITEM 1. DATA ITEM NO. Task Order Status Report TECHNICAL REPORT - STUDY/SERVICES A005 5. CONTRACT REFERENCE 6. REQUIRING OFFICE 4. AUTHORITY (Data Acquistion Document No.) SOW para 3.11.1.4 NAWCWD 721000D DI-MISC-80508A 12. DATE OF FIRST SUBMISSION 14. DISTRIBUTION 9. DIST STATEMENT 7. DD 250 RBO REQUIRED **BI-WE** See Blk 16 N COPTES LT 13. DATE OF SUBSBOUENT a ADDRESSEE See Blk 16 11. AS OF DATE 8. APP CODE See Blk 16 See Blk 16 N/A See Blk 16 ō 0 16. REMARKS Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Content (2.) of the DID with the attached listing. Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 11: Data shall be current to the end of the bi-weekly (or twice-a-month) period being reported. Blk 12: To be made available no later than 5 working days following the first bi-weekly (or twice-a-month) period. Blk 13: To be made available no later than 5 working days following the end of each bi-weekly (or twice-a-month) period. Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message. 0 1 0 15. TOTAL APPROVED BY L DATE G. PREPARED BY NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001

10 Jan 2002

10 Jan 2002

CHAIRPERSON, DRRB

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,

Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

A technical report provides fully documented results of studies or analyses performed. This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

Requirements:

1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
 - (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

2. Content.

- (a) Title Page Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I Includes the following:
 - (1) Introduction
 - (2) Summary A brief statement of results obtained from the analytic effort.
 - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

Page 1 of 1 Page

CDRL A005 - TASK ORDER STATUS REPORT

By task order (active or inactive) the report shall include:

- Contractor name and report date
- Contract number, CDRL number, contract performance period and general identification
- Task order number and description
- Government Technical Assistant and NAWCWD Code Number
- Contractor Department Manager, Task Order Manager, and Technical Lead Person
- Direct labor authorized hours and dollars
- Current funded amount
- Percent of funding and percent of hours expended to date
- Punding and hours available
- Average burn-rate per week for total funding and hours expended to date

If the contractor proposed the use of uncompensated overtime/competitive time, the contractor shall provide:

- The number of uncompensated hours incurred by individual
- A description of the tasks performed during the uncompensated hours

Summary of task orders shall include:

- Direct hours and dollars expended for reporting period and cumulative to date
- Percent of authorized hours and dollars expended to date
- Average burn-rate per week for total funding and hours expended to date

(1 Data Item)

Form Approved OMB No. 0704-0188

17. Price Group

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Public reporting burden is for this collection of information is estimated to average 110 hours per response, including the time for rev te or any other aspect of collection of gathering and maintaining the data needed, and complifing and reviewing the collection of information. Send comments regarding this burden estima information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Informatio nOperations and Reports, 1215 Jefferson Davis Highway, Sulf 1204, Arlington, VA 22202-4902, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the A CONTRACT LINE ITEM NO. ORIGINAL CONTRACTOR CONCERT RESEARCH CONTRACTOR TO THE CONTRACTOR CONTRACT **FNCL** OTHER TM TDP E. CONTRACT/PR NO. D. SYSTEM /ITEM **STARS** 2. TITLE OF DATA ITEM 3. SUBTITLE L DATA ITEM NO. Contract Cost Summary Report SERVICE CONTRACT COST PERFORMANCE REPORT A006 4. AUTHORITY (Data Acquistion Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE SOW para. 3.11.1.5 NAWCWD 721000D **DI-FNCL-81208** 12. DATE OF FIRST SUBMISSION 7. DD 250 RBO 9. DIST STATEMENT 10. FREOUBNCY 14. DISTRIBUTION REQUIRED **BI-WE** See Blk 16 h COPIRS 3. DATE OF SUBSEQUENT 8. APP CODE See Blk 16 11. AS OF DATE a. ADDRESSEE SUBMISSION See Blk 16 See Blk 16 See Blk 16 16. REMARKS 0 1 0 Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval, provided all information required by the DID is Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information: 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 11: Data shall be current to the end of the bi-weekly (or twice-a-month) period being reported. Blk 12: To be made available no later than 5 working days following the first bi-weekly (or twice-a-month) period. Blk 13: To be made available no later than 5 working days following the end of each bi-weekly (or twice-a-month) period. Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message. O 1 15. TOTAL G. PREPARED BY H. DATE APPROVED BY I DATE NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001 10 Jan 2002 CHAIRPERSON, DRRB 10 Jan 2002

Form Approved OMB No 0704-0188

1 TITLE

2 IDENTIFICATION MUMBER

SERVICE CONTRACT COST PERFORMANCE REPORT (SCCPR)

DI-FNCL-81208

- 3 DESCRIPTION/PURPOSE
- 3.1 The SCFR provides current contract cost status and projected funding requirements to contracting and project management.
- 3.2 The SCCPR data will be used by contract administrators to (a) provide contract cost information for use in making and validating management decisions, (b) provide early

S OFFICE OF PRIMARY RESPONSIBILITY (OPA) STERIS-RM-MC .

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APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

B APPROVAL LIMITATION

APPLICABLE FORMS

SH AMSC MUMBER

A6137

O PREPARATION INSTRUCTIONS

- 10.1 General. The SCCPR shall report individual cost elements for the contract. Cost elements reported in the SCCPR shall match the cost elements provided in the contractor's negotiated proposal.
- 10.2 Format. The SCCPR shall prepared in a format similar to that shown on page 3. A sample completed SCCPR is shown on pages 4 and 5.
- 10.3 Specific instructions.
- 10.3.1 Contract name. Enter the appropriate contract name.
- 10.3.2 Contract number, latest modification number, and date. Enter the contract number, the number of the latest contract modification, and the date of the report.
- 10.3.3 Cost element. Enter the noun description of the cost element for which cost information is being reported. Cost elements may vary from contract to contract. When applicable, a breakout of the reimbursable portion of elements shall be provided.

11 DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Page 1 of 5 Pages

DI-FNCL-81208

Block 3, Description/Purpose (Continued)

indications of potential contract cost problems, (c) determine funds in excess of contract needs and available for de-obligation, and (d) compare cost elements reported in the SCCPR to the cost elements provided in the contractor's negotiated proposal.

3.3 An SCCPR which gives a breakout of increase or decreased amounts by cost elements is required when a modification is made to the contact which increases or decreases the contract amount.

Block 10, Preparation Instructions (Continued)

- 10.3.4 <u>Current year. current month. and actuals to date</u>. Enter the estimated monthly dollar amount. Then enter the actual amount incurred for the month. In the "Actuals to date" column, enter the cumulative amount incurred for the current year as of the report date.
- 10.3.5 <u>Total contract</u>. Enter the original awarded amount adjusted for any modifications which have increased or decreased the awarded amount.
- 10.3.6 Contract to date. Enter the actual amount incurred for the contract to date and the balance remaining on the negotiated contract.
- 10.3.7 <u>Three-month projection</u>. Enter the estimated amounts needed for the following three months.

SERVICE CONTRACT COST PERFORMINCE REPORT

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17. Price Group

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CHINA LAKE, CA 93555-6001

10 Jan 2002

10 Jan 2002

CHAIRPERSON, DRRB

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,

Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

A technical report provides fully documented results of studies or analyses performed. This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

Requirements:

1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
 - (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

2. Content.

- (a) Title Page Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I Includes the following:
 - (1) Introduction
 - (2) Summary A brief statement of results obtained from the analytic effort.
 - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

CDRL A007 - AWARD FEE PERFORMANCE SELF EVALUATION

Data shall include:

- Contractor name and report date
- Contract number, CDRL number, evaluation reporting period and general identification
- Description of significant achievements as related to the evaluation factors listed in the Award Fee Plan.
- Subcontracting: Summary of all significant subcontracting actions during period and any subcontracting
 issues. Show comparison of actual subcontract utilization versus subcontracting goals submitted by the
 contractor in the proposal submitted which resulted in the award of the contract.
- Training: Summary of all training actions during period broken out by employee name, task order number, direct or indirect funded. Show comparison of actual training versus that proposed by the contractor in the proposal submitted which resulted in the award of the contract.

For each task order:

 Report ONLY those issues which exceeded or did not meet task order requirements/expectations and warrant consideration during the Award Fee process.

(1 Data Item)

Form Approved OMB No. 0704-0188

17. Price Group

18. Beti

Public reporting burden is for this collection of information is estimated to average 110 hours per response, including the time for reviewing/tetaklet.or/size.deta.geaths_tetaklet.or/size.geaths_find and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for informatio nOperations and Reports, 1215 Jefferson Davis Highw 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Weekington, DC 20503. Send completed Form to the AGENANCE MEDICAL MEDICACIONAL CHICAL APPRINTED NATIONAL MEDICAL ESCORY OTHER TM F. CONTRACTOR B. CONTRACT/PR NO. D. SYSTEM /TIEM **STARS** 3. SUBTITLE 2. TITLE OF DATA ITEM L DATA ITEM NO. Award Fee Period Hours Report TECHNICAL REPORT -- STUDY/SERVICES A008 5. CONTRACT REFERENCE S. REQUIRING OFFICE 4. AUTHORITY (Data Acquistion Document No.) SOW para. 3.11.1.7 NAWCWD 721000D DI-MISC-80508A 12. DATE OF FIRST SUBMISSION 7. DD 250 RBQ DIST STATEMENT 10. FREQUENCY DISTRIBUTION REQUIRED See Blk 16 See Blk 16 h. COPIES 13. DATE OF SUBSEQUENT See Blk 16 a. ADDRESSEE Pinel 11. AS OF DATE 8. APP CODE See Blk 16 See Blk 16 N/A See Blk 16 0 0 16. REMARKS Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Content (2.) of the DID with the attached listing. Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 10: Frequency shall be three times per contract year (tri-annually). Blk 11: Data shall be current to the end of the tri-annual period being reported. Blk 12: To be made available no later than 9 working days following the first tri-annual period. Blk 13: To be made available no later than 9 working days following the end of each tri-annual period. Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message. 1 0 IS. TOTAL . DATE . APPROVED BY G. PREPARED BY NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001 10 Jan 2002 CHAIRPERSON, DRRB 10 Jan 2002

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,

Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

A technical report provides fully documented results of studies or analyses performed. This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

Requirements:

1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
 - (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

2. Content.

- (a) Title Page Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I Includes the following:
 - (1) Introduction
 - (2) Summary A brief statement of results obtained from the analytic effort.
 - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

CDRL A008 - Award Fee Period Hours Report

For each Task Order, data shall include:

- Contractor name and report date
- Contract number, CDRL number, reporting period and general identification
- Reporting period
- Task order number
- Prime contractor fee-bearing hours for the reporting period
- Fee-bearing hours for each team subcontractor for the reporting period
- Total fee-bearing hours for the reporting period
- Total non-fee-bearing hours for the reporting period
- Cumulative fee-bearing hours to date
- Cumulative non-fee-bearing hours to date
- Cumulative hours to date

Summary Section (for period):

- Total prime contractor fee-bearing hours for period
- Total fee-bearing hours for each team subcontractor for period
- Total fee-bearing hours for period
- Total non-fee-bearing hours for period
- Total hours for the period

Summary Section (cumulative for contract):

- Cumulative total prime contractor fee-bearing hours to date
- Cumulative total fee-bearing hours for each team subcontractor to date
- Cumulative total fee-bearing hours to date
- Cumulative total non-fee-bearing hours to date
- Cumulative total hours to date

(1 Data Item)

Form Approved OMB No. 0704-0188

Public reporting burden is for this collection of information is estimated to average 110 hours per response, including the time for revie gethering and maintaining the data needed, and compiling and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for information (Operations and Reports, 1215 Jefferson Devis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0185), Weshington, DC 20803. Send completed Form to the ACCOMPACT DISK TEMPOR THE TEMPOR THE PROJECT DISK TEMPOR OTHER MISC TM E. CONTRACT/PR NO. F. CONTRACTOR D. SYSTEM /ITEM **STARS** 2. TITLE OF DATA ITEM L DATA FIEM NO. 3. SUBTITLE **Employee Qualification Statement** TECHNICAL REPORT - STUDY/SERVICES A009 4. AUTHORITY (Data Acquistion Document No.) 5. CONTRACT REPERENCE 6. REQUIRING OFFICE SOW para. 3.11.1.8 NAWCWD 721000D DI-MISC-80508A 12. DATE OF FIRST SUBMISSION 9. DIST STATEMENT 10. PREQUENCY 14. DISTRIBUTION **ASREQ ASREQ** b. COPIES 3. DATE OF SUBSEQUENT See Blk 16 8. APP CODE 11. AS OF DATE a. ADDRESSEE Pinel SUBMISSION N/A N/A See Blk 16 16. REMARKS 0 0 1 Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Content (2.) of the DID with the attached listing. Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 14: Data shall be delivered to NAWCWD Codes 210000D and 721000D as an electronic file to a transmitting e-mail message. 0 0 15. TOTAL G. PREPARED BY L DATE APPROVED BY NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001 CHAIRPERSON, DRRB 10 Jan 2002 10 Jan 2002

17. Price Group

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No Applicable Forms: No

AMSC Number: G7408

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Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

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This DID supersede DI-MISC-80508.

Requirements:

1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
 - (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
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- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

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 - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

CDRL A009 - EMPLOYEE QUALIFICATION STATEMENT

The contractor shall submit an Employee Qualification Statement, using the criteria outlined in Attachment 3 of the contract entitled "Employee Qualifications (Generic Leveling Criteria)," to the COR and Ordering Officer for review for each contractor or subcontractor employee proposed to be assigned in a position incurring direct-charge labor hours to the contract. Additionally the contractor shall submit an Employee Qualification Statement justifying any reclassification in an employee's labor category or level using the criteria outlined in Attachment 3 of the contract entitled "Employee Qualifications (Generic Leveling Criteria)". Employee Qualification Statements shall be submitted to the COR and Ordering Officer within 30 calendar days of incurring any direct costs associated with the employee or prior to reclassification of an employee's labor category or level.

Data shall include:

- Report date
- Contract number
- CDRL number
- Labor source (Prime/Subcontractor)
- Identify full or part time
- Identify name of new hire
- Identify if reclassification
 - Current category
 - Proposed category
- Identify if indirect employee is currently charging to direct
 - Current category
- Resume and attachments
- Completed worksheet with a narrative justifying the employee qualification point score in each category

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved OMB No. 0704-0188

17. Price Group

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Total Price

Public reporting burden is for this collection of information is estimated ited to average 110 hours per response, including the time for revie gathering and maintaining the data needed, and compilling and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of ion, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for informatio nOperations and Reports, 1215 Jefferson Davis High 1204, Affington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the A CONTRACT TANK ITEM NO PROBLEM OF CHICAGO CHICAGO PROBLEM CONTRACT TRACTICO PROBLEM CONTRACTORY **FNCL** TOP E. CONTRACT/PR NO. F. CONTRACTOR D. SYSTEM /ITEM STARS 3. SUBTITLE 2. TITLE OF DATA ITEM I. DATA ITEM NO. Burdened and Unburdened Labor Rate FUNDS & LABOR HOUR EXPENDITURE REPORT Report A00A 4. AUTHORITY (Data Acquistion Document No.) S. CONTRACT REFERENCE 6.. REQUIRING OFFICE SOW para. 3.11.1.9 NAWCWD 721000D **DI-FNCL-81537** 12. DATE OF FIRST SUBMISSION DISTRIBUTION 7. DD 250 RBQ 9. DIST STATEMENT 10. FREQUENCY 14. MTHLY See Blk 16 h COPIES LT See Blk 16 a. ADDRESSEE B. APP CODE 11. AS OF DATE SUBMISSION See Blk 16 See Blk 16 N/A See Blk 16 0 0 16. REMARKS Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Block 10 of the DID with the attached listing. Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 11: Data shall be current to the end of the month being reported. Blk 12: To be made available no later than 5 working days following the first month. Blk 13: To be made available no later than 5 working days following the end of each month. Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message. 0 0 15. TOTAL L DATE APPROVED BY G. PREPARED BY I DATE NAWCWD, CODE 721000D

CHINA LAKB, CA 93555-6001

10 Jan 2002

10 Jan 2002

CHAIRPERSON, DRRB

DATA ITEM DESCRIPTION

Form Approved OMB No. 0704-0188

FUNDS & LABOR HOUR EXPENDITURE REPORT

2. IDENTIFICATION NUMBER

DI-FNCL-81537

A. DESCRIPTION/PURPORE

3.1 This report provides Government visibility into contractor direct and indirect expenditures under Research & Development and Services contracts. It tracks both planned and actual expenditures and labor hours against, baseline values, and provides estimates at completion.

4. APPROVAL DATE

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

66. GEDEP APPLICABLE

970313

BMDO/POC

7. APPLICATION/INTERRELATIONSHIP

- 7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
- 7.2 This DID is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) is not appropriate and as an alternative to DI-FNCL-80331, Funds and Man-Hour Expenditure Report. It is not applicable to fixed-price contracts. It is acquired on a periodic (normally monthly) basis.
- 7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied.

B. APPROVAL LIMITATION

Se. APPLICABLE FORMS

96. AMBC NUMBER D7248

10. PREPARATION INSTRUCTIONS

- 10.1 General. The Funds & Labor Hour Expenditure Report shall contain the following data:
- a. A tabular listing of contract baseline values, along with actual labor hours and expenditures inclusive of the reporting period compared to the latest negotisted change, including estimate at completion.
- b. A graphical plot of actual expenditures versus planned dollars projected to completion along with a plot of current funding.
 - c. A graphical plot of actual labor hours versus planned labor hours projected to completion.
- 10.2 Scope. Data identified under 10.1 shall be provided for the following reporting units, to the extent applicable to the contract:
 - a. Total contract.
 - b. Period Of Performance (POP), base period and options.
- 11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

DD Form 1664, APR 89

Previous editions are obsolets.

PAGE _ 1 OF _ 7 PAGES

Block 7, Application/Interrelationship (Continued)

7.4 This DID is related to DI-MGMT-80507A, Project Planning Chart (other than fixed price contracts), DI-FNCL-80003, Man-hours Expenditure Chart, and DI-FNCL-80331, Funds and Man-hour Expenditure Report.

Block 10. Preparation Instructions (Continued)

10.2 Scope. (Continued)

- c. Contract Line Item Numbers (CLINs) associated with applicable POP.
- d. Task Orders/ Delivery Orders (TOs/DOs) associated with applicable CLINs.
- 10.3 Format and Contant. Each detailed report shall contain the following:
- 10.3.1 Monthly Funds & Labor Hour Expenditure Report. This chart shall contain the following data elements (see Figure 1):
- a. The table heading on the left side shall include contract number, latest executed modifications, contract type (cost and fee arrangements, CPFF, CPAF, etc.), report description (Contract Summary, Option 1, CLIN, etc.). The table heading on the right side shall include preparation data, reporting period, POP, and funding.
- b. The elements shall contain a breakdown by the following categories: Direct Labor Hours, Total Labor (Unburdened *), Other Direct Costs (ODCs)(*), Total Indirect Costs (*), Overell Cost (*), and Fee (*)
- Line 1, Direct Labor, shall identify direct labor hours (as awarded or later modified) for both Prime Contractor and Subcontractor:
 - For Level of Effort (LOE) type contracts, by the labor categories negotiated in the contract.
 - For completion type contracts, by total labor hours.
- Line 2, Total Labor (unburdened), shall provide a subtotal of Direct (unburdened) Labor Dollars for the Prime Contractor.
 - Line 3, Other Direct Costs, shall identify ODCs for the prime contractor:
- For LOE type contracts, by facilities (rent, equipment, etc.), travel (including subsistence and other allowable costs related to travel) and any minor categories listed in "other," and resulting total ODCs.
 - For completion type contracts, by total ODCs.
 - Line 4, Total Indirect Costs, shall identify the Prime Contractor's Total Indirect Cost amount.
 - Line 5, Overall Cost, shall provide Overall Cost for the Prime Contractor and Subcontractors.

(Continued on Page 3)

Block 10, Preparation Instructions (Continued)

10.3.1 Monthly Funds & Labor Hour Expenditure Report. (Continued)

Line 6, Fee, shall provide the Fee amount for the Prime Contractor. Cost Plus Fee amount shall be identified.

Open/Outstanding Commitments (the estimated dollar obligations, excluding accrued expenditures, to vendors or subcontractors including any termination liability) shall be identified, and amount plus commitments shall be provided.

- c. Column "A" shall be labeled <u>Current Contract Basaline</u>. This column shall contain a total summary of the latest negotiated contract up to and including the fully executed modification identified in the table heading. Column "A1" shall contain all data for the Prime Contractor. Column "A2" shall contain all data for the Subcontractors. Column "A3" shall contain the combined total data for both the Prime Contractor and the Subcontractors.
- d. Column "B" is applicable only to contracts with a requirement for task/delivery orders and shall be labeled <u>Task/Delivery Order Authorized</u>. This column shall contain a total summary of the latest authorized task/delivery orders.
- e. Column "C" shall be labeled <u>Reporting Period Expanditures</u>. This column shall contain a total summary of expanditure data for the current reporting period. <u>Expanditures</u> are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs.
- f. Column "D" shall be labeled <u>Cumulative Expenditures to Date</u>. This column shall contain a total summary of expenditure data from inception through the current reporting period. <u>Expenditures</u> are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs. Cumulative expenditures that result in a variance of ±10 percent of the Cumulative Planned in both of the graphs shall be explained in the "Remarks" section.
- g. Column "E" shall be labeled <u>Estimate at Completion</u>. This column shall contain an estimate of the final total cost at completion of the work effort. Estimates that vary from section 10.3.1.c, Current Contract Baseline, by ± 10 percent shall be explained in the "Remarks" section.
- 10.3.2 <u>Funds Expanditure Graph</u>. A funds expanditure graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual dollar expanditures (including fee, except for CPAF contracts) along with funding for the applicable report. The graph shall include a corresponding table of figures, specifying period and cumulative data for planned and actual expanditures, and funding (see Figure 2).
- 10.3.3 Hours Expanditure Graph. A labor hour graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual total labor hours for the applicable work. The graph shall include a corresponding table of figures specifying period and cumulative data for planned and actual labor hours (see Figure 3).

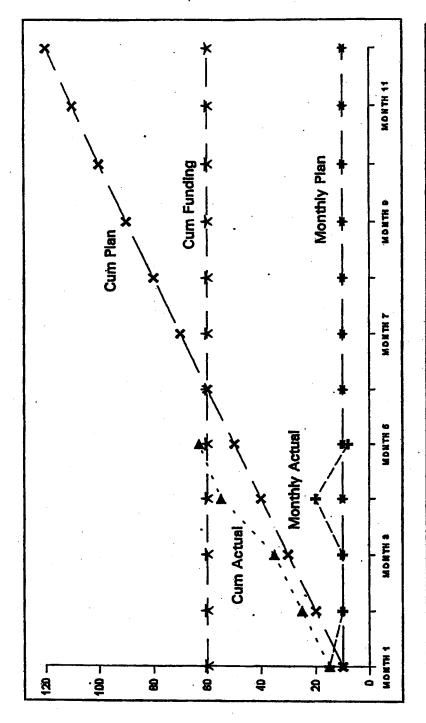
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FIGURE 1. Monthly funds & labor hour expenditure report.

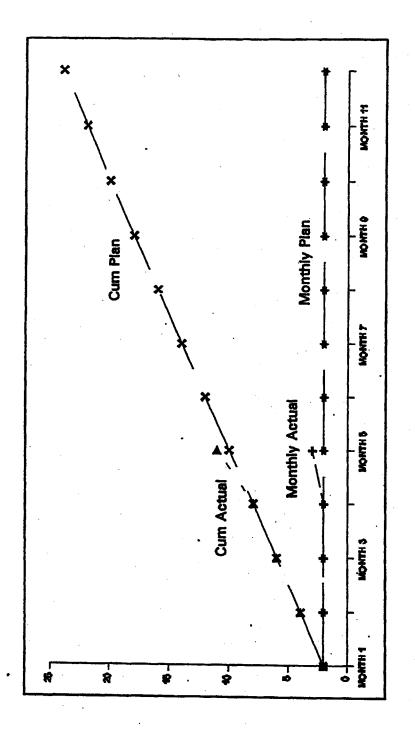
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6. FEE									•						
COST PLUS FEE			•						•			•			•
OPEN/OUTSTANDING COMMITMENTS												•			
TOTAL COMMITMENTS & EXPENDITURES												•			
REMARKS:															

*This report includes data that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed, in whole or in part, for any other purpose than to evaluate this report. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source.



MONTHLY PLAN	10	10	10	01	10	10	10	10	10	10	10	10
CUM PLAN	01	20	30	40	90	8	02	80	90	100	110	120
MONTHLY ACTUAL	18	10	10	20	8			·		·		
CUM ACTUAL	15	25	35	99	83		·					
CUM FUNDING	09	89	09	09	09	8	90	60	99	60	60	8
					•							

FIGURE 2. Funds expenditure graph



MONTHLY PLAN	2	2	2	2	2	2	2	2	2	7	2	7
CUM PLAN	2	4	8	80	10	12	14	16	18	20	22	75
MONTHLY ACTUAL	2	2	2	2	6							
CUM ACTUAL	2	4	9	8	=							

FIGURE 3. Hours expenditure graph

CDRL A00A - BURDEN AND UNBURDENED LABOR RATE REPORT

Data shall include:

- Contractor name and Report Date
- Contract Number, CDRL Number

Burdened labor data shall include:

For each prime contractor category of labor:

- Job category
- Average rate for each category of labor

For each subcontractor category of labor:

- Job category
- Average rate for each category of labor

Unburdened labor data (for each prime contractor category of labor) shall include:

- Job category
- Average unburdened rate for each category of labor

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved OMB No. 0704-0188

17. Price Group

18. Estimate

Total Price

Public reporting burden is for this collection of information is estimated to average 110 hours per response, including the time for regathering and maintaining the data needed, and compiling and reviewing the collection of information. Send comments regarding this burden estimate or any other sepect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information operations and Reports, 1215 Jefferson Davis Highway, Suits 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the A CONTROL PLANT HE WANTE THE WAY TO THE CONTROL OF THE PROPERTY OF THE PROPERT **FNCL** TDP D. SYSTEM /TTEM B. CONTRACT/PR NO. P. CONTRACTOR **STARS** 1. DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE FUNDS & LABOR HOURS EXPENDITURE REPORT Indirect Expense Report A00B 4. AUTHORITY (Data Acquistion Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE SOW para 3.11.1.10 NAWCWD 721000D **DI-FNCL-81537** 7 DD 250 RBO 12. DATE OF FIRST SUBMISSION 9. DIST STATEMENT 10. FREQUENCY 14. DISTRIBUTION REQUIRED MTHLY See Blk 16 LT b. COPIES See Blk 16 13. DATE OF SUBSPOUENT a. ADDRESSER 8. APP CODE 11. AS OF DATE SUBMISSION Draft N/A See Blk 16 See Blk 16 16. REMARKS See Blk 16 0 0 Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Blk 10 of the DID with the attached listing. Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information: 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 11: Data shall be current to the end of the month being reported. Blk 12: To be made available no later than 5 working days following the first month. Blk 13: To be made available no later than 5 working days following the end of each month. Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message. 0 1 0 15. TOTAL G. PREPARED BY L DATE APPROVED BY NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001 10 Jan 2002 CHAIRPERSON, DRRB

DD Form 1423-1 APR 89

10 Jan 2002

DATA ITEM DESCRIPTION

Form Approved OMB No. 0704-0188

Public reporting hunders for this editection of information is actioned to everage 110 hours per response, indicing the time for reviewing instructions, accreting existing data secures, gathering and markeding the data revoked, and completing and continuing the collection of information. Sund comments regarding this buren estimate or any other espect of this collection of information, burlating suggestions for reducting this buren estimates for any other espect of this collection of information Collection (Information Collection Collectio

. TITLE

FUNDS & LABOR HOUR EXPENDITURE REPORT

2. IDENTIFICATION NUMBER

DI-FNCL-81537

3. DESCRIPTION/PURPOSE

3.1 This report provides Government visibility into contractor direct and indirect expenditures under Research & Development and Services contracts. It tracks both planned and actual expenditures and labor hours against baseline values, and provides estimates at completion.

4. APPROVAL DATE (YYMMOD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	Se. DTIC APPLICABLE	6b, GIDEP APPLICABLE
970313	BMDO/POC		<u> </u>

7. APPLICATION/INTERRELATIONSHIP

- 7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
- 7.2 This DID is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) is not appropriate and as an alternative to DI-FNCL-80331, Funds and Man-Hour Expenditure Report. It is not applicable to fixed-price contracts. It is acquired on a periodic (normally monthly) basis.
- 7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied.

8. APPROVAL LIMITATION

Se. APPLICABLE FORMS

96. AMSC NUMBER D7248

10. PREPARATION INSTRUCTIONS

- 10.1 General. The Funds & Labor Hour Expenditure Report shall contain the following data:
- a. A tabular listing of contract baseline values, along with actual labor hours and expenditures inclusive of the reporting period compared to the latest negotiated change, including estimate at completion.
- b. A graphical plot of actual expenditures versus planned dollars projected to completion along with a plot of current funding.
 - c. A graphical plot of actual labor hours versus planned labor hours projected to completion.
- 10.2 <u>Scope</u>. Data identified under 10.1 shall be provided for the following reporting units, to the extent applicable to the contract:
 - a. Total contract.
 - b. Period Of Performance (POP), base period and options.
- 11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Block 7, Application/Interrelationship (Continued)

7.4 This DID is related to DI-MGMT-80507A, Project Planning Chart (other than fixed price contracts), DI-FNCL-80003, Man-hours Expenditure Chart, and DI-FNCL-80331, Funds and Man-hour Expenditure Report.

Block 10, Preparation Instructions (Continued)

10.2 Scope. (Continued)

- c. Contract Line Item Numbers (CLINs) associated with applicable POP.
- d. Task Orders/ Delivery Orders (TOs/DOs) associated with applicable CLINs.
- 10.3 Format and Content. Each detailed report shall contain the following:
- 10.3.1 Monthly Funds & Labor Hour Expenditure Report. This chart shall contain the following data elements (see Figure 1):
- a. The table heading on the left side shall include contract number, latest executed modifications, contract type (cost and fee arrangements, CPFF, CPAF, etc.), report description (Contract Summary, Option 1, CLIN, etc.). The table heading on the right side shall include preparation date, reporting period, POP, and funding.
- b. The elements shall contain a breakdown by the following categories: Direct Labor Hours, Total Labor (Unburdened \$), Other Direct Costs (ODCs)(\$), Total Indirect Costs (\$), Overall Cost (\$), and Fee (\$)
- Line 1, Direct Labor, shall identify direct labor hours (as awarded or later modified) for both Prime Contractor and Subcontractor:
 - For Level of Effort (LOE) type contracts, by the labor categories negotiated in the contract.
 - For completion type contracts, by total labor hours.
- Line 2, Total Labor (unburdened), shall provide a subtotal of Direct (unburdened) Labor Dollars for the Prime Contractor.
 - Line 3, Other Direct Costs, shall identify ODCs for the prime contractor:
- For LOE type contracts, by facilities (rent, equipment, etc.), travel (including subsistence and other allowable costs related to travel) and any minor categories listed in "other," and resulting total ODCs.
 - For completion type contracts, by total ODCs.
 - Line 4, Total Indirect Costs, shall identify the Prime Contractor's Total Indirect Cost amount.
 - Line 5, Overall Cost, shall provide Overall Cost for the Prime Contractor and Subcontractors.

(Continued on Page 3)

Block 10, Preparation Instructions (Continued)

10.3.1 Monthly Funds & Labor Hour Expenditure Report. (Continued)

Line 6, Fee, shall provide the Fee amount for the Prime Contractor. Cost Plus Fee amount shall be identified.

Open/Outstanding Commitments (the estimated dollar obligations, excluding accrued expenditures, to vendors or subcontractors including any termination liability) shall be identified, and amount plus commitments shall be provided.

- c. Column "A" shall be labeled <u>Current Contract Baseline</u>. This column shall contain a total summary of the latest negotiated contract up to and including the fully executed modification identified in the table heading. Column "A1" shall contain all data for the Prime Contractor. Column "A2" shall contain all data for the Subcontractors. Column "A3" shall contain the combined total data for both the Prime Contractor and the Subcontractors.
- d. Column "B" is applicable only to contracts with a requirement for task/delivery orders and shall be labeled <u>Task/Delivery Order Authorized</u>. This column shall contain a total summary of the latest authorized task/delivery orders.
- e. Column "C" shall be labeled <u>Reporting Period Expenditures</u>. This column shall contain a total summary of expenditure data for the current reporting period. <u>Expenditures</u> are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee samed. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs.
- f. Column "D" shall be labeled <u>Cumulative Expenditures to Data</u>. This column shall contain a total summary of expenditure data from inception through the current reporting period. <u>Expanditures</u> are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs. Cumulative expenditures that result in a variance of ±10 percent of the Cumulative Planned in both of the graphs shall be explained in the "Remarks" section.
- g. Column "E" shall be labeled <u>Estimate at Completion</u>. This column shall contain an estimate of the final total cost at completion of the work effort. Estimates that vary from section 10.3.1.c, Current Contract Baseline, by ± 10 percent shall be explained in the "Remarks" section.
- 10.3.2 <u>Funds Expenditure Graph</u>. A funds expenditure graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual dollar expenditures (including fee, except for CPAF contracts) along with funding for the applicable report. The graph shall include a corresponding table of figures, specifying period and cumulative data for planned and actual expenditures, and funding (see Figure 2).
- 10.3.3 Hours Expenditure Graph. A labor hour graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual total labor hours for the applicable work. The graph shall include a corresponding table of figures specifying period and cumulative data for planned and actual labor hours (see Figure 3).

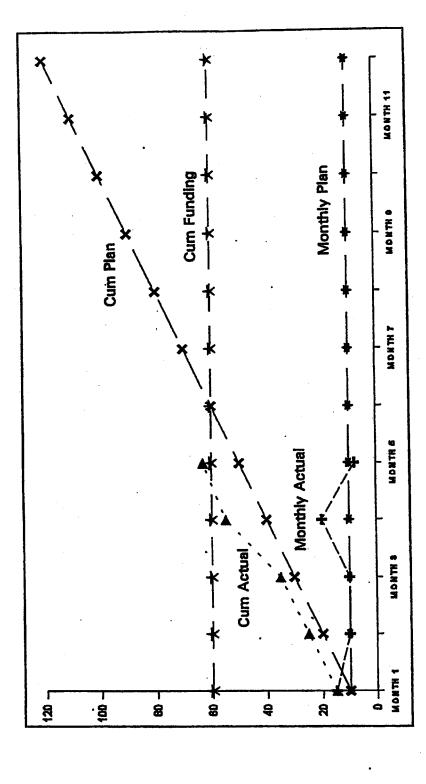
PROPRIETARY INFORMATION*

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FIGURE 1. Monthly funds & labor hour expenditure report.

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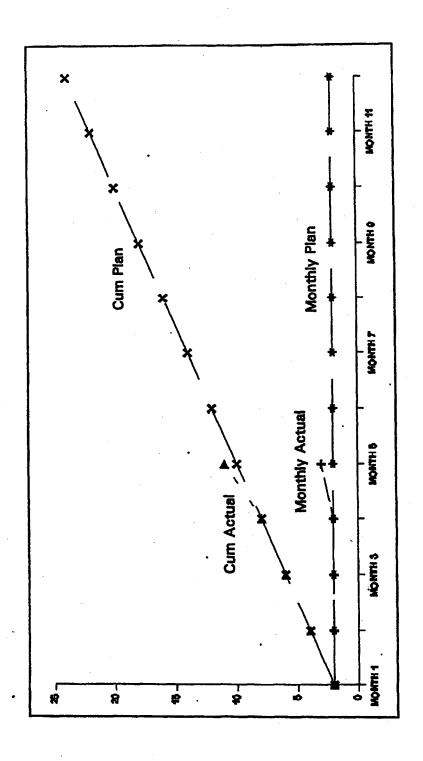
*This report includes data that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed, in whole or in part, for any other purpose than to evaluate this report. This restriction does not limit the government's right to use information contained in this date if it is obtained from another source.



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FIGURE 2. Funds expenditure graph

CONTRACT NO: CONTRACT TYPE: REPORT DESCRIPTION:



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FIGURE 3. Hours expenditure graph

CDRL A00B - INDIRECT EXPENSE REPORT

The estimated level of effort for this contract is for direct labor only. The Contractor shall therefore institute and maintain an automated cost accounting system that records and reports labor expenditures as being either direct or indirect. Such indirect labor costs as attributed to any supervisors, receptionists, couriers, reproduction, unassigned personnel and the like shall be either absorbed in overhead or shown as other direct costs, whichever method is consistent with the Contractor's accounting system. Management functions will not be charged to direct unless a manager is working in a technical capacity on an individual task order. Change to such indirect hours as supervisors to direct hours will not be accomplished without the specific written authorization of the Contracting Officer and the written concurrence of the responsible DCAA Representative.

Data shall include:

- Contractor name and report date.
- Contract number, CDRL number.
- Total actual wrap rate* for the period.
- Total budgeted wrap rate for the period.
- Delta of actual versus budgeted for the period.
- Cumulative totals year to date showing actual, budgeted, and delta of actual versus budgeted wrap rates.

For each element of indirect expense:

- Actual expense for the period.
- Budgeted expense for the period.
- Delta of actual versus budgeted expense for the period.
- Annual budgeted totals.
- Cumulative totals year to date showing actual, budgeted, and delta of actual versus budgeted expenses.

*Wrap rate = Total indirect cost (expressed as a percentage) that is applied to an unburdened direct labor rate resulting in a burdened direct labor rate.

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

17. Price Group

Total Price

(1 Data Item) Public reporting burden is for this collection of information is estimated to average 110 hours per response, including the time for reviewing that gathering and maintaining the data needed, and compiling and reviewing the collection of information. Send commente regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information (Operations and Reports, 1215 Jefferson Davis Highway, Suits 1204, Aflington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the X-CONTROL FINE HELICAC TORSES CHICAT REPORT FOR THE TRANSPORT OTHER **MISC** TDP TM EL CONTRACT/PR NO. F. CONTRACTOR D. SYSTEM /ITEM **STARS** 2. TITLE OF DATA ITEM I. DATA ITEM NO. 3. SUBTITLE TECHNICAL REPORT - STUDY/SERVICES Relocation Report A00C 4. AUTHORITY (Data Acquistion Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE SOW para. 3.11.1.11 NAWCWD 721000D DI-MISC-80508A 7. DD 250 REQ 9. DIST STATEMENT 10. FREQUENCY 12. DATE OF FIRST SUBMISSION DISTRIBUTION REQUIRED See Blk 16 See Blk 16 b. COPTES 13. DATE OF SUBSEQUENT See Blk 16 8. APP CODE 11. AS OF DATE a. ADDRESSEE SUBMISSION Donft See Blk 16 See Blk 16 Repro 16. REMARKS See Blk 16 0 0 1 Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Content (2.) of the DID with the attached listing. Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100. Blk 10: Frequency shall be three times per contract year (tri-annually). Blk 11: Data shall be current to the end of the tri-annual period being reported. Blk 12: To be made available no later than 9 working days following the first tri-annual period. Blk 13: To be made available no later than 9 working days following the end of each tri-annual period. Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message. 0 0 15. TOTAL G. PREPARED BY L DATE L APPROVED BY

NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001

10 Jan 2002

10 Jan 2002

CHAIRPERSON, DRRB

DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,

Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

A technical report provides fully documented results of studies or analyses performed. This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

Requirements:

1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
 - (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

2. Content.

- (a) Title Page Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I Includes the following:
 - (1) Introduction
 - (2) Summary A brief statement of results obtained from the analytic effort.
 - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

CDRL A00C - RELOCATION REPORT

In order for relocation expense to considered for reimbursement, a request must be approved in advance by both the Contracting Officer's Representative (COR) and the Ordering Officer (OO).

Data shall include:

- Contract number
- Contractor name and request date
- Identification of the task order(s) to be supported by the prospective employee
- Identification of the specific skills required by the task order which will be satisfied by the prospective
- Description of the contractor's search efforts, specifically addressing efforts to hire the required skills locally
- Location from which the prospective employee will be moving
- Detailed breakdown of all estimated relocation expenses
- Total of estimated relocation expense
- Employee Qualification Statement in accordance with CDRL A009